ADMINISTRATIVE MEMO NO. 1

August 1, 1942

TO ALL MEMBERS OF THE STENOGRAPHIC AND CLERICAL STAFF:

For proper identification later, it is very important that all memoranda prepared in the FBIS be dated. I do not believe there should be any exceptions to this practice, which is customary, but has not been completely observed in our offices.

/s/ Robert D. Leigh

Robert D. Leigh Director Foreign Broadcast Intelligence Service